

CITY OF CARSON RECORDS MANAGEMENT RECORDS DESTRUCTION AUTHORIZATION	Authorization Number NA
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PART 1 - REQUEST FOR DESTRUCTION OF ORIGINAL RECORDS			
Date 2/22/2018	Department City Clerk's Office	Division City Clerk's Office	
Form No. NA	Name or Title of Record Records for Destruction - March 2018 (See attached)		
PERIOD COVERED From 1993 To 2015	ID/SERIAL NOS. City Clerk's Office: Election; Public Records Act; Information Services; Administration - Agendas. (See attached 4 page document entitled "Records for Destruction - March 2018".)	BOX OR BATCH NUMBER(S) 31 Boxes + 3 Files. (See attached 4 page document "Records for Destruction - March 2018".)	AGE FROM DEC. 31 OF YEAR OF ORIGATION NA
JUSTIFICATION FOR DESTRUCTION			
<input checked="" type="checkbox"/> Duplicates <input checked="" type="checkbox"/> No public service value <input checked="" type="checkbox"/> No historical value <input checked="" type="checkbox"/> Obsolete <input checked="" type="checkbox"/> No legal value <input checked="" type="checkbox"/> Other <u>Exceed min. req. retention period</u>			
MICROFILM STATUS			
<input type="checkbox"/> Records have been microfilmed. Certificate No. _____ <input type="checkbox"/> Records require microfilming prior to destruction. <input checked="" type="checkbox"/> Records to be destroyed without microfilming or reproduction.			
APPROVED - DEPARTMENT DIRECTOR			DATE

PART 2 - RECORDS MANAGEMENT COMMITTEE			
THE RECORDS DESCRIBED HEREINABOVE WERE REVIEWED BY THE COMMITTEE ON <u>02</u> <u>22</u> <u>2018</u> Month Day Year			
<input checked="" type="checkbox"/> Destruction is approved. <input type="checkbox"/> Destruction is not approved. <input type="checkbox"/> City Attorney / City Council approval required. <input type="checkbox"/> Other		METHOD OF DESTRUCTION: On-Site Shredding Service	
		CERTIFICATE NO.	DATE
REMARKS			
CHAIRMAN - RECORDS MANAGEMENT COMMITTEE <i>H. Downs</i>		DATE <i>3/1/18</i>	

PART 3 - CITY MANAGER		CITY ATTORNEY APPROVAL CONSISTENT WITH STATE LAW	
DESTRUCTION OF THE RECORDS CITED HEREIN IS APPROVED.			
<i>[Signature]</i>	<i>3/1/18</i>	<i>[Signature]</i>	<i>3/1/18</i>
CITY MANAGER SIGNATURE	DATE	CITY ATTORNEY SIGNATURE	DATE